US ARMY MEDICAL COMMAND, HEALTH CARE ACQUISITION ACTIVITY

Electronic Subcontracting Reporting System (eSRS)

http://www.esrs.gov

4 March 2009

Marilyn Ward

UNCLASSIFIED

Agenda

- Facts regarding the Electronic Subcontracting Reporting System (eSRS)
- Benefits of eSRS
- Report Types
- eSRS Data Flow
- Vendor Role
- Government Roles and Responsibilities
- Pre Award and Post Award Responsibilities

eSRS Fact You Should Know

- Electronic Subcontracting Reporting System (eSRS) is a single point of entry for federal government subcontracting requirements and reports.
- System eliminates the need for paper submissions and processing of Standard Form (SF) 294 and 295s.
- Individual Subcontracting Report (ISR) replaces the SF 294
- Summary Subcontracting Report (SSR) replaces the SF 295.

Benefits of Using eSRS

- Web-based system hosted on a secure public Website that is easily accessible from the Internet
- Allows electronic submission, acceptance, rejection, reporting and analysis of subcontracting data in a real-time, paperless environment
- Improves accuracy, timeliness and integrity of data exchanged
- Creates standard data that can be shared by a wider range of communities
- Reduces errors and rework time associated with human data entry
- Eliminates costs associated with manual data entry

Report Types

Individual Subcontract Report (ISR) – Formerly SF-294

- Who Needs to File a Report:
  - All Other Than Small Businesses (OTSB) that have one or more price contract and/or subcontract in excess of $550,000 ($1 million for construction of public facility) with the federal government and have an Individual Subcontract Plan.
- Reports are:
  - Submitted semi-annually during contract performance
  - Due April 30 and Oct 30 (30 days after the reporting period ends)
  - Due at the completion of contract performance

- Summary Subcontract Reports (SSR) – Formerly SF-295
  - Who Needs to File a Report:
    - All Other Than Small Businesses (OTSB) that have one or more price contract and/or subcontract in excess of $550,000 ($1 million for construction of public facility) with the federal government and have Individual Subcontract Plan.
  - Reports are:
    - Required semi-annually for DoD and NASA
    - Due April 30 and October 30 (30 days after the reporting period ends)
    - Due at the completion of contract performance

eSRS Data Flow

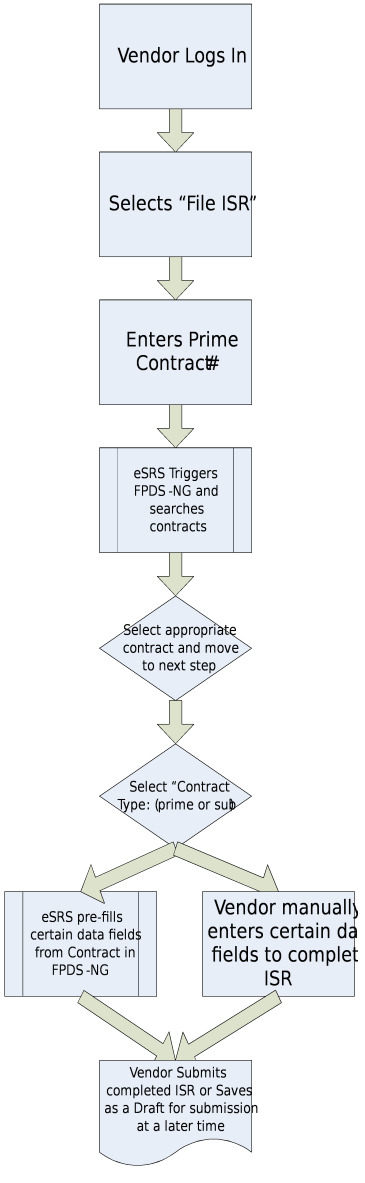
- A contract must be marked in FPDS as having a subcontracting plan or it will NOT pull over to eSRS. If it is not marked correctly, the vendor will get an error message when trying to input an ISR and will be directed to contact their government contracting official.

****CARS Reporting***

- Information from Central Contractor Registration is also sent to eSRS. Maintains a live interface to automatically populate basic vendor information using the DUNS number.

- Also maintains a live interface with Federal Procurement Data system-Next Generation (FPDS-NG) to automatically populate contract data.

Vendor Role in eSRS

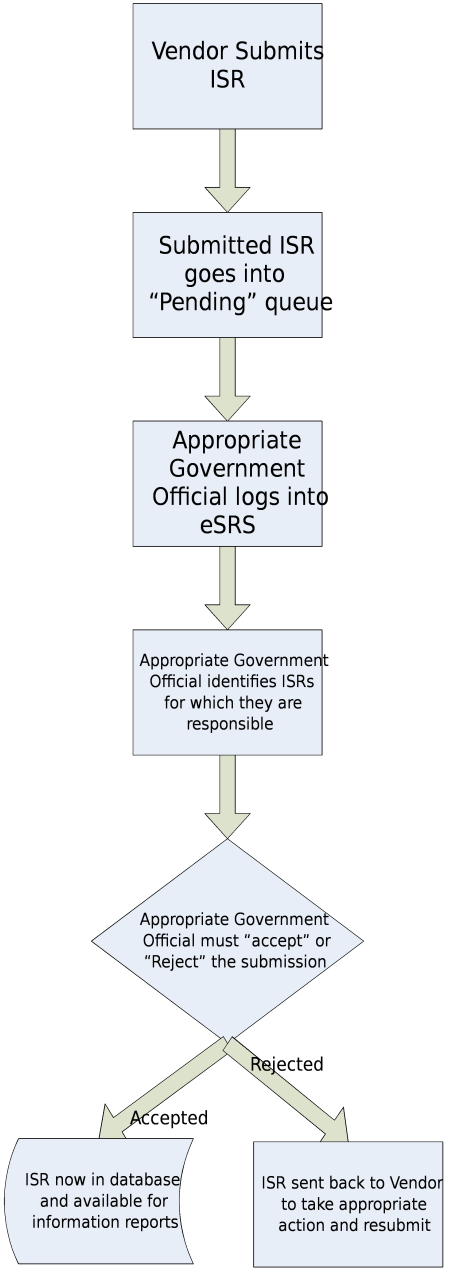

Vendor Logs In
Selects "File ISR"
Enters Prime Contract#
eSRS Triggers FPDS -NG and searches contracts
Select appropriate contract and move to next step
Select "Contract Type: (prime or sub)
eSRS pre-fills certain data fields from Contract in FPDS -NG
Vendor manually enters certain da fields to complet ISR
Vendor Submits completed ISR or Saves as a Draft for submission at a later time

For vendor log-in, you will need:

- **Company DUNS Number**
- **Copy of Contract**
- **Subcontracting Data**

Submission remains in pending status until government user "Accepts" or "Rejects"

Government Role in eSRS


Vendor Submits ISR
Submitted ISR goes into "Pending" queue
Appropriate Government Official logs into eSRS
Appropriate Government Official identifies ISRs for which they are responsible
Appropriate Government Official must "accept" or "Reject" the submission
Rejected
Accepted
ISR now in database and available for information reports
ISR sent back to Vendor to take appropriate action and resubmit

Report Status Descriptions

- **Pending (PEN)**
  - The report has been submitted by the contractor and is waiting to be “accepted” or “rejected” by the appropriate government contracting official.
- **Accepted (ACC)**
  - A government contracting official has reviewed the report and has found no known errors, issues or concerns and doesn’t require any clarification, information, or corrections at this time. They acknowledge receipt of the report. **Even though a report has been “accepted,” it can be reviewed again and rejected at any time**.
- **Rejected (REJ)**
  - A government contracting official has reviewed the report and has found errors, issues, or concerns and requires clarification, information or corrections to the report.
- **Revised (REV)**
  - The original report was rejected by the appropriate government contracting official. The report has been revised by the contractor, resubmitted, and is awaiting to be “accepted” or “rejected” by the appropriate government contracting official.
- **Reopened (RPN)**
  - The report has been opened by a government contracting official after previously being “accepted” into the system. This may occur when the government contracting official finds error or issues with the original report. Once the report has been reopened, it may be “accepted” or “rejected” again.

Government Permission Levels

Agency Coordinator (AC)

- Has full access to eSRS for their parent organization, sub-commands, and below
- Manages and approves organization registration requests at their registered level and below
- Views/accepts/rejects contractor reports
- Runs reports on data from their registered level and below
- Participates in monthly Federal User Group meetings

Point of Contact (POC)

- The POC has all the same access to the system that the AC has
- This person would most likely be found at the contracting office level of an organization

Contracting Official (CO)

- View/accept/reject contractor reports
- Run reports on data at their registered level
- This person should be an individual responsible for the contract

Designated Government User (DGU)

- View accepted contractor reports
- Run reports on data at their registered level
- This person is most likely the Small Business Specialist

Pre Award Team Reminders

- Marked CARS appropriate for Subcontracting Plan

- Add revise Clause 52.212-5, Contract Terms and Conditons Required to Implement Statutes or Executive Order-Commercial contract (APR 2008) and 52.219-9 Small Business subcontracting Plan (Apr 2008) and /or 52.219-25, Small Disadvantaged Business Participating Program-Disadvantaged Status and Reporting (APR 2008).

POST AWARD (CONTRACT ADMIN)

- Modify existing contracts to add revised FAR clause
- 52.212-5, Contract Terms and Conditions Required to Implement Statutes or Executive Order-Commercial Contract (APR 2008), 52.219-9 Small Business Subcontracting Plan (APR 2008) and/or 52.219-25, Small Disadvantaged Business Participating Program-Disadvantaged Status and Reporting (APR 2008).
- Inform your prime contractors that they, along with their subcontractors, are required to submit subcontract reports using eSRS for the April 2009 and all subsequent reporting periods.

POST AWARD (CONTRACT ADMIN CONT')

- Contracting Officers are reminded of their responsibilities for monitoring subcontracting plan performance and holding contractors accountable for achievement of their goals as outlined in FAR 19.705-7,19.706, and 42.302 (a)(52)-(55).

ADDITONAL TRAINING

- The home Page for eSRS http://www.esrs.gov contains:
- Link to registration page
- User guide
- Training Dates and Materials
- Additional eSRS information
- Other training from additonal sources

QUESTIONS?